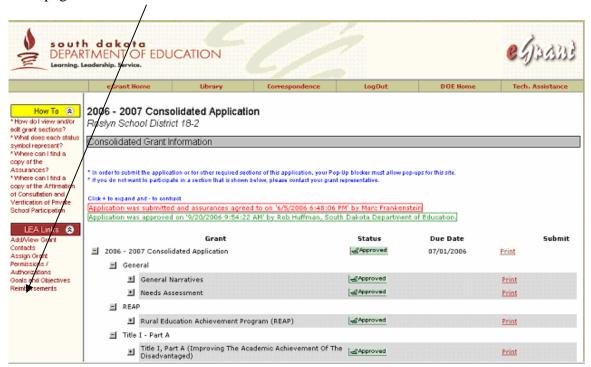# Reimbursement Claim How To:
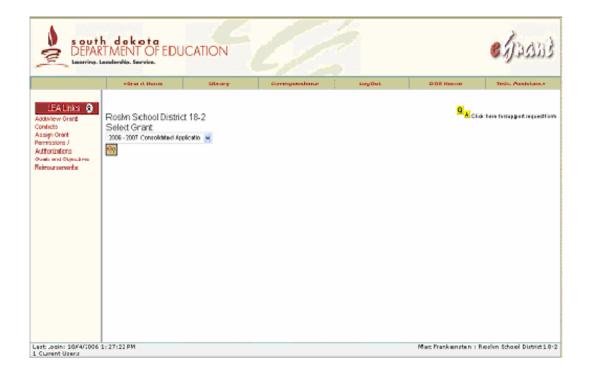
STEP 1:

Click on Reimbursements under LEA Links on the left hand side of the eGrant homepage.

STEP 2: Select Grant

Select the 2006-2007 Consolidated Application from the drop down arrow. Click 'GO'.

STEP 3: Select Section

Select a title program from the drop down arrow. Click 'GO'.

Overview of the Reimbursement Claim Page:

On the right hand side of the page indicates the first date to obligate funds-Date application submitted in a substantially approvable form.

View Budget Summary-Link takes you to the Budget Summary page.

Click Here to Request a Budget Amendment-Link takes you to the Budget Amendment page.

Print-The print option is currently not available. At this time, you will need to click the print screen key on your keyboard.

STEP 4: New Reimbursement

*Note: Enter whole numbers only. Do not enter cents.

Click 'NEW REIMBURSEMENT' to create. You can create a new reimbursement every month once the grant application has been approved. Reimbursements should be submitted by the 10th of the month to ensure making that month's payment cycle.

STEP 5: Completion of Reimbursement Claim Form

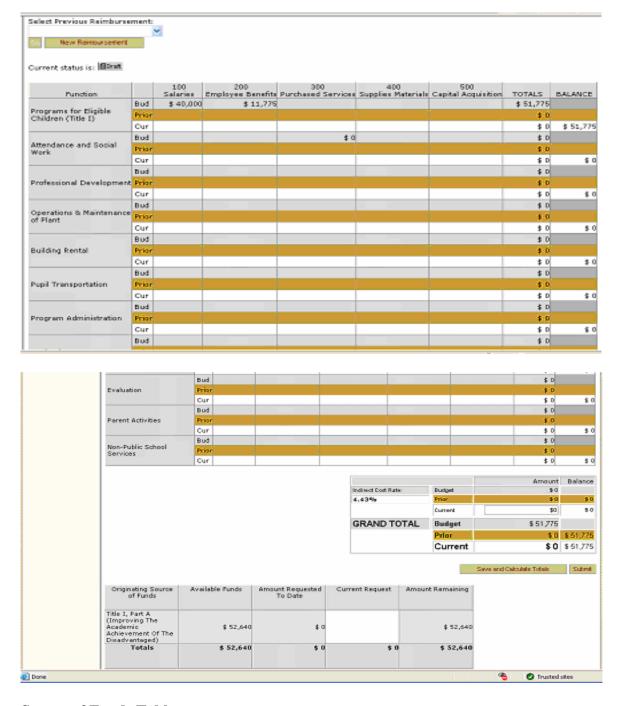The budget objects are indicated along the top of the Reimbursement Claim Form and the activity codes are indicated along the left hand side. The budgeted amounts are indicated in gray. The prior reimbursement requests are indicated in gold. The current requests are indicated in white.
Type a dollar amount in the white rows for current reimbursement requests.
Scroll down & click 'SAVE & CALCULATE TOTALS'.

Select Previous Reimbursement:

New Reimbursement

Current status is: Draft

Function		100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	$ 40,000	$ 11,775				$ 51,775	
	Prior						$ 0	
	Cur						$ 0	$ 51,775
Attendance and Social Work	Bud			$ 0			$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Professional Development	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Operations & Maintenance of Plant	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Building Rental	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Pupil Transportation	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Program Administration	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
	Bud						$ 0	

Evaluation	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Parent Activities	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0
Non-Public School Services	Bud						$ 0	
	Prior						$ 0	
	Cur						$ 0	$ 0

			Amount	Balance
Indirect Cost Rate: 4.43%	Budget		$ 0	
	Prior		$ 0	$ 0
	Current		$0	$ 0
GRAND TOTAL	Budget		$ 51,775	
	Prior		$ 0	$ 51,775
	Current		$ 0	$ 51,775

Save and Calculate Totals   Submit

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title 1, Part A (Improving The Academic Achievement Of The Disadvantaged)	$ 52,640	$ 0		$ 52,640
Totals	$ 52,640	$ 0	$ 0	$ 52,640

Done   Trusted sites

Source of Funds Table:

Transferability Option-
Please note if using the Transferability Option, the transferred in funds will be drawn down first by default.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	$ 52,640	$ 0		$ 52,640
Totals	$ 52,640	$ 0	$ 0	$ 52,640

REAP Reimbursement Form-
Please note REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title II, Part A (Improving Teacher Quality)	$ 23,767	$ 0		
Title II, Part D (Enhancing Education Through Technology)	$ 1,072	$ 0		
Title IV, Part A (Safe and Drug Free)	$ 2,783	$ 0		
Title V, Part A (Innovative Programs)	$ 615	$ 0		
Totals	$ 28,237	$ 0	$ 0	$ 0

STEP 6: Submitting the Reimbursement Claim

Click the 'SUBMIT' button.
A pop-up will appear that asks 'Are you sure you want to submit this Reimbursement'
Click 'OK'.

STEP 7: Select Previous Reimbursement

Select a previous reimbursement from the drop down arrow.
(Select the date & amount by highlighting)
Click 'GO'.